



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



May 18, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**ADVANCE NOTIFICATION OF INTENT TO INCREASE THE MAXIMUM WORK
ORDER AMOUNT FOR THE AUTOMATED CIVIL ENFORCEMENT
SYSTEM REQUIREMENT DEFINITION PROJECT**

This letter is to notify your Board of the Los Angeles County Sheriff's Department's (Department) intent to increase our current Internal Services Department (ISD) Information Technology Support Services Master Agreement (ITSSMA) contracts related to the Automated Civil Enforcement System (ACES) Requirement Definition Project by \$300,000. These analysts work on the ACES requirement definition and Request For Proposal (RFP), RFP evaluation, and vendor design validation, which will increase the current work orders related to ACES from \$600,000 to \$900,000.

Recently, the Los Angeles County (County) Auditor-Controller found several deficiencies with the Department's Modified Automated Process and Accounting System (MAPAS) and has recommended immediate modifications to be made. Since the Department is in the process of replacing MAPAS, the additional contract analysts will help expedite the RFP process to implement the new system.

In accordance with the ITSSMA guidelines, prior Board notice is required for projects that will exceed \$300,000. There is no net County cost, as funding is totally covered by revenue generated from the performance of civil and criminal process services.

BACKGROUND

The Department's Civil Management Unit (CMU) currently utilizes MAPAS as a case management system to automate activities associated with the service and/or

A Tradition of Service

enforcement of various court orders and judicial process. MAPAS interfaces with the County Auditor-Controller when receiving and disbursing millions of dollars collected pursuant to court orders.

Using the Sheriff's Data Network (SDN), MAPAS is utilized at 21 CMU branch offices at sites situated throughout the County and has been in production for more than 20 years. In addition, Department personnel use MAPAS at 20 courthouse locations to process mechanical motor vehicle violations.

MAPAS is a legacy system written in Adabase/Natural that is difficult to use, does not address all the Department's business requirements, is costly to modify and maintain, is not web enabled, cannot work in a mobile environment, and is approaching its end of life, all of which adversely impact CMU's efforts to provide quality service to the public.

ACES will replace MAPAS using new technologies and re-engineered employee workflows to better meet the Department's current business requirements and new requirements associated with an enhanced internet presence such as e-commerce. CMU's current Website (civil.lasd.org) will be enhanced to accept and send electronic court documents, fee payments, and collected funds.

The Department is in the process of completing the ACES requirements and RFP to obtain a vendor that could complete the development of ACES.

SCOPE OF WORK

The scope of work includes:

- Review and document the current MAPAS system;
- Gather, document, and validate CMU's functional and non-functional technical requirements;
- Assist in developing the Statement of Work for the RFP for ACES;
- After vendor selection, analysts will verify that requirements are met by the vendors' submitted design.

JUSTIFICATION

MAPAS is outdated and inefficient requiring a large amount of data entry, which is costing the Department hundreds of hours of overtime each month. The new ACES system will streamline the data entry and civil enforcement processing, saving time and

effort of data entry. The additional analysts will allow us to expedite the development of the RFP and the new replacement system.

In addition, MAPAS has been audited by the County Auditor-Controller and many critical recommendations were made. Many of these recommendations are not feasible with the current MAPAS system. ACES is needed as quickly as possible to fully comply with the County Auditor-Controller's recommendations. The additional contract analysts will assist in the design verification process, resulting in expediting the completion and implementation of ACES.

FISCAL IMPACT

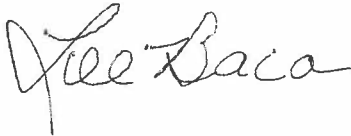
This increases the Work Order amount by \$300,000 to a total Work Order amount not to exceed \$900,000. There shall be no County cost incurred; the contract will be funded by CMU's special funds designated specifically for civil process automation.

CLOSING

Pursuant to ITSSMA policies and procedures, the Department will proceed with the ISD Work Orders related to ACES with a maximum dollar amount of \$900,000, in two weeks time, unless otherwise instructed by your Board.

If there are questions regarding this matter, please contact Lieutenant Christopher Reed, Court Services Division, at (626) 300-3103.

Sincerely,

A handwritten signature in cursive script that reads "Leroy D. Baca". The signature is written in dark ink and is positioned above the printed name and title.

LERROY D. BACA
SHERIFF